**Ten Steps to Get You Started with E-Learning**

1. **In order to access free NSCP E-Learning you must register via the NSCP Website** on the following link, if you use any other method, you may be charged for your training:

<http://www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-partnership/training/e-learning/>



1. **Select the link to register**

*Please ensure that you take time to read the information provided on the self-registration page before proceeding. If you require any further help, please contact the Business Office in the first instance on* nscp@northamptonshire.gov.uk



1. When you are ready, please select the icon to continue
2. **If you are a young person aged between 11 -18**, working as a youth volunteer, peer mentor or babysitter, please follow the left hand link on the next page.

If you are a member of an NSCP partner organisation, a voluntary / third sector worker or are a member of the Northamptonshire Children’s Workforce, please follow the right hand link.

*If you are unsure whether you qualify for free training, please contact the Business Office on the email above before proceeding*.

**5. Registration**

Select the options that best represent your organisation and department – *please make sure that you read all options before making your selection*



Complete your registration details.

 *All information submitted to the site is secure*

**6. For all registrations – now follow the instructions to log-in**





**Welcome to your personal dashboard**.

Any active courses will be displayed on this page. Now select the “Requested Learning Tab” to select your first course.

**7. Select “Course Request” to access the Directory**



**8. Select your preferred course (one at a time – don’t get carried away, remember that your four week completion time starts from this point)**





**9. Complete request process**



**10. Return to your “Active Learning” tab, and you will find that your preferred course is now available**

 **Happy Learning!**

